



Bassingbourn Village College

South End, Bassingbourn, Royston, Hertfordshire SG8 5NJ

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Website: www.bassingbournvc.net

Part of the Anglian Learning Trust

Limited by guarantee registered in

England and Wales with registered no : 07564749

Registered address: Lode Road, Cambridge CB25 9DL

Mr D Cooper
Principal

6th November 2017

Dear Parent/Carer,

Research has shown that regular attendance and good punctuality are crucial factors in students achieving their full potential at school. Achievement at GCSE is directly related to attendance. An attendance of 90% is the equivalent of half a day off per week all year. Government research shows 17 missed school days per year is equal to a drop of 1 GCSE grade in achievement. We therefore have an expectation that all students attend school 100% of the time.

We wish to work in partnership with Parents/Carers and so are seeking your full support in ensuring that your child attends school every-day and on time. We are always pleased to work together with Parents/Carers in resolving any difficulties but we are also committed to improving attendance levels at school.

Please note this important information which will help you work with us to ensure that your child has the very best chance of success at Bassingbourn Village College:

- Ensure your child comes to school every day, on time, equipped and ready to learn. Students should arrive to school at 8:50am ready for Registration which starts at 8:55am. Students arriving late to this will be marked absent and will require an explanatory note or the absence will remain unauthorised.
- Ensure the school has up to date addresses and telephone numbers. We will contact you if your child is absent and you have not contacted the school. This ensures that truancy or attendance difficulties are quickly identified.
- If your child is ill, contact the school (01763 242344) or email absence@bassingbournvc.net on each and every day of absence, before 8.15am, (if your child has poor attendance or has been off school for more than 5 school days then we may ask for evidence of illness in the form of a note from your GP).
- If your child's attendance falls below 95% after the first half term then you will automatically receive a letter raising a concern and letting you know that their attendance is being monitored. If their attendance continues to fall then medical evidence may be required.
- If no contact is received regarding the absence, it is recorded as **unauthorised**. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record. High levels of unauthorised absence will result in a referral to the Education Welfare Service and the possibility of being issued with a Fixed Penalty Notice.
- Ensure that medical appointments are made outside of school time. It is accepted that Orthodontist and Hospital appointments are less flexible.

- There is no legal entitlement or right to take a child out of school for the purposes of a term time holiday. In accordance with the national policy leave of absence will not be authorised unless it is exceptional or unavoidable. This will be determined by the Principal on a case by case basis and all requests must be made in writing two weeks in advance of the student being taken out of school via email to vpoulter@bassingbournvc.net or office@bassingbournvc.net
- **We have been advised that Penalty notices will be issued by the Local Authority for single event absences of at least 3 consecutive school days or more where absences are unauthorised because they are neither exceptional nor unavoidable.**

Exceptional circumstances which mean the school is likely to grant a leave of absence include:	Absence will <u>not</u> be authorised for reasons such as the following:
<ul style="list-style-type: none"> • When a family needs to spend time together because of an immediate* family bereavement, crisis or serious illness • Funeral of a family member • Religious observance • Transport was not provided by the Local Authority when it should have been • Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer) • One day of absence could be authorised for a wedding of an immediate* family member in this country and the invitation has been provided as evidence • One-off sporting events/performing arts competitions, if the child is participating, is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence • One day of absence could be authorised for an immediate* family members graduation ceremony/passing out parade • Medical appointments (please arrange non-urgent medical appointments outside of school hours when possible. If the medical appointment is during the school day, evidence must be provided. Schools should not authorise a whole days absence for a medical appointment that occurs in the morning – the child would be expected to return to school in the afternoon, and vice versa. 	<ul style="list-style-type: none"> • To care for other family members • Birthdays • To interpret for other family members • School uniform/shoes issues • Bullying • Friendship problems • Head lice • Learning difficulties • Family holiday • Weddings abroad – regardless of whether it is for immediate* family members • Family Anniversaries • Death of a pet • Travel problems • School refusal

*Bassingbourn Village College defines an immediate family member as: A great-grandparent, grandparent, parent, sibling

- Contact your child's Tutor or College Achievement Leader if you are experiencing difficulty in getting your child into school. There are many methods by which we can support your child overcome any issues with attendance.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Bassingbourn Village College.

Yours sincerely



Ms V Poulter
Vice Principal